2.3 ASSAM

1979-80

2.3.1 Administration: The State Planning and Development Department approved of the scheme of a State Archives Organization initially to be implemented through the existing Record Office with suitable augmentation. Five more posts and for purchase of 53 essential items of machinary and equipment have been approved.

2.3.2 Budget: During 1979-80 a sum of Rs.73,662.15 was spent out of the budget provision of Rs.1 lakh on the plan side. A Provision of Rs.2 lakhs was made on the plan side during 1980-81. No allocation was made in the non-plan budget during 1979-80 and 1980-81.

2.3.3 Building : The existing Record Office is occupying its own building at Shillong (Meghalaya) and the new Archives building is under construction.

2.3.4 Record Management : The records of the Departments of Education, Finance, Revenue, Labour, Tribal Affairs, etc. were examined, out of which 12% were marked for retention. Retention Schedule of various categories of records is being prepared.

2.3.5 Research and Reference : 34 scholars availed themselves of the research facilities. 55 records were requisitioned by the Government agencies while 817 records and 30 volumes by the research scholars. Besides, 5 queries from the private agencies were attended to.

2.3.6 Reference Media : Compilation of a descriptive list of the pre-1874 records is still in progress. A descriptive list of 347 letters from the aforesaid records was prepared for two volumes.

2.3.7 Publication of Programme : Publication of a pamphlet entitled "Why and What a State Archives Is?" was undertaken during 1979-80.

2.3.8 Preservation of Records : 2750 records were flattened, 2510 repaired with chiffon and 97 volumes bound.

2.3.9 Photo-Duplication : The State Archives has no micro-filming unit.

2.3.10 Library : During the period under report 46 books were acquired and a sum of Rs.8,000/- was earmarked in the budget for 1980-81 for the purchase of books.

2.3.11 Other Activities : A radio talk on "private archives" was given by the Secretary of the Department. A short term training in Record Management was imparted to the Record Keeper, Shillong Municipality.